



# CITY OF ATLANTA

## Job Announcement

### COMMUNITY FACILITY SUPERVISOR

**STARTING SALARY: \$38,939**

**Salary Grade: 19**

**Applications accepted from: May 16, 2005 until vacancies are filled or  
until June 10, 2005.**

#### **Minimum Job Requirements\***

Applicant for this position must have a Bachelor's degree in Recreation, Health, Education, Fine Arts, or related field and (1) one year experience at a recreation facility. **Supervisory experience is required.** Equivalent combinations of training and experience will be determined under prescribed guidelines.

#### **Licenses and Certificates**

Applicants for this position must be certified in CPR and First Aid. Transportation and a valid Georgia Driver's License are required.

#### **Duties of the Job:**

This employee supervises directs and evaluates assigned staff, handling employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; provides direct supervision to Recreation Operation Assistants and Recreation Instructors; coordinates and implements fundraising events; plans and provides staff meetings on training, administrative, and professional interest subjects; Prepares weekly, monthly, and annual reports on district activities; approves and monitors all staff time sheets; recruits and retains volunteers; coordinates maintenance repairs, and work orders; initiates new programs, and inspects and evaluates programs and inventory supplies and equipment. Attends and participates in scheduled community and citywide meetings within the facilities community; meets with parents, participants, community leaders and civic groups.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Bureau of Personnel Administration, 68 Mitchell Street SW, Suite 2107, Atlanta, GA. 30335-0306.

Phone: (404) 330-6369

[www.atlantaga.gov](http://www.atlantaga.gov)

FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will only contact those applicants they deem most appropriate for the position with 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS FOR THIS POSITION WILL BE FORWARDED TO THE APPROPRIATE DEPARTMENT FOR EMPLOYMENT CONSIDERATION.

\*Verification of this requirement required prior to appointment.